

TRANSMITTAL SLIP		DATE	
TO: DDA			
ROOM NO. 7D18	BUILDING Hqs.		
REMARKS:			
<p>REF: ER86-0030</p> <p>EXO/DDA <u>2m 5 March 86</u></p> <p>ADDA <u>9</u> <small>MAR 1986</small></p> <p>DDA <u>A</u></p> <p>DDA/STO <u>inc</u></p> <p>DDA REG,</p>			
FROM: D/OTE			
ROOM NO. 1026	BUILDING C of C		

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EXECUTIVE SECRETARIAT
ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI		X		
3	EXDIR		X		
4	D/ICS				
5	DDI				
6	DDA	X			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OLL				
14	D/PAO				
15	D/PERS				
16	VC/NIC				
17	D/OTE		X		
18					
19					
20					
21					
22					
SUSPENSE		1 May 86			
		Date			

Remarks

To 6: Please handle direct.

Executive Secretary
9 JAN 86

Date

3637 (10-81)

ROUTING AND TRANSMITTAL SLIP

Date

10 JAN 86

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. DIRECTOR OF TRAINING AND EDUCATION

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

#1 - ACTION

PLEASE PREPARE A RESPONSE FOR THE DDA'S

SIGNATURE.

SUSPENSE: 25 APRIL 1986

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

EO/DDA 7D18 HQS

5041-1

OPTIONAL FORM 41 (Rev. 7-76) STAT
Prescribed by GSA
FPMR (41 CFR) 101-11.205



United States Department of State

Foreign Service Institute

1400 Key Boulevard
Arlington, Virginia 22209

0030

January 3, 1986

201/21/86
KI

The Honorable William Casey
Director,
Central Intelligence Agency
Washington, D.C. 20505

Dear Mr. Casey:

The Department of State is now engaged in selecting senior officers whose demonstrated potential for higher responsibilities at the executive level of the government would make them eligible for participation in the Twenty-ninth Senior Seminar commencing on September 2, 1986. I would like to invite the Central Intelligence Agency to nominate a participant of similar qualifications.

Since the Senior Seminar was established in 1958, its primary purpose has been to provide a select group of senior career officers with the opportunity to identify, analyze and reflect on major developments and trends in the United States and abroad which should be weighed in the decision-making process at the national level. The fundamental assumption of the Seminar is that the qualifications of its Members for senior career management and advisory roles in the government will be enhanced by the intensive program of lectures, readings, group discussions, travel, and case studies that the Seminar offers.

This year as in the past, participation of Agency officers has made a significant contribution to the Seminar; we hope such participation will continue. In order to maintain the integrity of the Seminar, any officer(s) assigned is expected to complete the full ten-month program.

-2-

If CIA wishes to nominate participants, we will make the necessary administrative arrangements in cooperation with your staff. Your Agency's nomination(s) should reach us by May 1, 1986.

Sincerely,



Jane A. Coon
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Enclosures:

1. Tuition Information
2. Security Clearance Information
3. DS-755 Request for Training

THE SENIOR SEMINAR

FOREIGN SERVICE INSTITUTE - DEPARTMENT OF STATE

TWENTY-NINTH SESSION

September 2, 1986 - June 19, 1987

ESTIMATED PER CAPITA COSTS FOR MEMBERS OF CIVILIAN AGENCIES

TUITION:

Sponsoring civilian agencies will pay to the Department of State for each Member, approximately \$13,400.

DOMESTIC TRAVEL:

In addition to tuition, there will be an assessment of approximately \$6,600 per Member payable to the Department of State, to cover transportation and per diem costs for group travel to various cities and military installations within the United States.

A visit may be made outside the Continental United States, e.g., to Mexico or Canada. However, such a visit would not add to the overall figure quoted above.

Travel orders for domestic travel will be issued by the Foreign Service Institute, Department of State.

INDIVIDUAL RESEARCH PROJECT:

As part of the Seminar curriculum, Members undertake one trip individually to conduct their individual investigations and research in connection with a Research Project. This is usually undertaken during the month of February. Cost of travel for the Research Project could run as high as \$2,000.

Individual Travel Orders, and obligation of funds for travel and per diem in connection with Research Travel, are issued by and charged against, the sponsoring Agency or Department.

THE SENIOR SEMINAR
FOREIGN SERVICE INSTITUTE - DEPARTMENT OF STATE
TWENTY-NINTH SESSION

September 2, 1986 - June 19, 1987

SECURITY CLEARANCES REQUIRED FOR SEMINAR MEMBERS

Senior Seminar Members MUST have TOP SECRET and 'Q' (or the equivalent of 'Q') clearances by the beginning of the Seminar year.

These clearances are required for those segments of the Seminar curriculum when classified lectures and visits to military installations which involve access to restricted data are scheduled as part of, and deemed necessary to, the Seminar program.

These clearances should be obtained by the sponsoring agency or department and must be valid for the duration of the Seminar.

FOR MILITARY MEMBERS AND MEMBERS OF THE DOD:

In lieu of 'Q' clearance, ERDA Form 277 ("Request for Visit or Access Approval"), indicating approval of access to "Restricted Data" and "other classified information" should be executed by the proper certifying official.

Certification that the above clearances have been obtained should be forwarded by the sponsoring Agency of each Member prior to September 2, 1986 to:

Coordinator,
The Senior Seminar
Foreign Service Institute
Room 1209
1400 Key Boulevard
Arlington, Virginia 22209

IN ADDITION TO THE ABOVE, All Members of the Seminar MUST have SI/TK Clearances (SENSITIVE COMPARTMENTED INFORMATION).

This clearance should be obtained and certified by the sponsoring Agency of each Member before September 2, 1986 to:

Mr. Thomas Thounhurst
INR/IS - Room 6510A, NS
Department of State
Washington, D.C. 20520

The information transmitted to Mr. Thounhurst should include the following: FULL NAME, SOCIAL SECURITY NUMBER, PLACE OF BIRTH and SECURITY STATUS as well as a reference to THE SENIOR SEMINAR!!!!

If you have any questions regarding this request, please contact Mr. Thounhurst at 647-1347.